OVIATT LIBRARY

Creative Media Studio Coordinator

Job ID: 4527

Job code: 2887

Job Grade: Library Services Specialist II

Major Duties

Under general supervision, the Creative Media Studio Coordinator coordinates the daily operations, policies and procedures of the Creative Media Studio. The incumbent assists with distribution, setup, and maintenance of all furniture and media equipment; provides cost estimates, research reports, and justifications for proposals involving the Creative Media Studio; selects, trains, evaluates, supervises, and assigns work to student employees; provides supervision to Learning Commons Technology Office students and area in absence of Learning Commons Supervisor; assists with outreach efforts by creating marketing materials, social media posts, and website promotional media; prepares and presents reports at meetings as requested; serves on Library and/or campus committees; assists and works with other Library departments in various forms of media creation; works on special projects as needed; and performs other duties as assigned.

Qualifications

Three years Library Assistant experience with GED or equivalent OR two years Library Assistant experience with two years of college OR 1 year Library Assistant experience with a Bachelor's Degree in jobrelated field required. Experience working with blogs, web pages, and other content delivery applications preferred.

Broad knowledge base to be applied to several aspects of the position, including specialized software and equipment for film editing, graphic design and image creation. General knowledge of Library policies, procedures, and reservations software. Knowledge and experience working with blogs, web pages, and other content delivery applications to assist librarians and staff with creating outlets to publicize and brand Library services. Working knowledge of the following systems/applications: Windows OS, Microsoft Office, Browser, Millennium, Apple OS, iLife, Final Cut Pro, Adobe CC, Pro Tools, iOS, and Mbox. Ability and specialized skills to: interpret library unit's policies and procedures and apply them accurately in performing work functions; evaluate procedures and recommend changes; utilize standard and nonstandard features of various online resources and standard desktop software packages, such as word processing and spreadsheets, to perform technical work or assist patrons; demonstrate problem solving and research skills to address standard and nonstandard work problems; compile and present information in an organized manner; communicate effectively verbally and in writing; and must have interpretive skills to be able to assist in resolving patron problems and complaints; effectively provide lead work direction and training to student workers, and have an understanding of employment and payroll procedures related to student workers.
Pay, Benefits, & Work Schedule

The university offers an excellent benefits package.

The salary range for this classification is: $3101 – $5111.

The anticipated hiring range: $3101 – $3400, dependent upon qualifications and experience.

General Information

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

How To Apply

Please complete the online application/resume upload submission process in order to be considered for any open position within the university and its auxiliaries. The hiring department will contact the best qualified candidates and invite them to participate in the interview process. Application Screening begins March 24, 2015, and will continue until position is filled. In order to be considered in the initial review, applications must be submitted prior to the date listed above. Application submissions received after the application screening date will be reviewed at the discretion of the University. For more detailed information on the application and hiring process, please view the link below: http://www.csun.edu/careers/

Equal Employment Opportunity

California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Applicants who wish to request an accommodation for a disability may contact the Office of Equity and Diversity at (818) 677-2077.